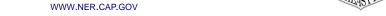


HEADQUARTERS CIVIL AIR PATROL - NORTHEAST REGION **UNITED STATES AIR FORCE AUXILIARY**

PO Box 2379 SOUTH PORTLAND, ME 04116-2379





1 May 2012

MEMORANDUM FOR: The Director of Personnel for each NER Wing

FROM: NER Director of Personnel

SUBJECT: NER Personnel Action Submissions

I. <u>Personnel Action Package</u>:

- A. Please assure all signatures required are either on the document or on eServices.
- B. Please use the following computer file name format when generating a PDF or Word Doc file: CAPForm Number_Wing_Last Name_Action Examples:

CAPF2_NJWG_Smith_LtCol (showing grade being promoted to not current grade)

CAPF2A_ NJWG_Smith_Save Ribbon

CAPF12_NJWG_Smith_Citizenship

CAPF24_NJWG_Smith_Level_V

CAPF120_NJWG_Smith_MSA

CAP120_NJWG_123_Unit_Citation

- C. review scanned documents for legibility. Suggestions for darkening light documents:
 - 1. Copy pages first on a darker setting to make them darker before scanning.
 - 2. Scan on black and white settings, not color or gray scale.
- D. Please send the completed package to NER DP ascheidly@ner.cap.gov and forms@ner.cap.gov
- II. Promotion Package Instructions: (separate posting)
- III. Do not hesitate to relay any questions or concerns you may have.
- IV. Please pass these procedures on to your subordinate units and commanders.

Anna O. Scheidly

Lt Col Anna O. Scheidly, CAP **NER Director of Personnel**